

# NORTH CAROLINA MUSEUM OF HISTORY

## Building Use Policy

The North Carolina Museum of History is a state-supported institution that receives wide monetary support from the community for the education and enjoyment of the public. Its building and treasures are unique, and their protection is the responsibility of the museum staff. The use of the museum's facilities is made available to certain groups under specific conditions outlined below, for the purpose of making the museum and its programs more widely known to the public. The fees charged are to reimburse the institution for its overhead expenses and to cover wear and tear of its facilities.

1. Events may be held from 9:00 a.m. until midnight with the exception of the lobby, which is available from 5:30 p.m. until midnight. The museum observes all state holidays and is not available for events on those days. When proposed events conflict with museum programs and activities, museum programs take precedence.
2. All events are subject to approval by the museum director's office.
3. The reservation is confirmed when the event description, date, time, location, and number of guests are agreed to in writing by the North Carolina Museum of History AND
  - a. **a nonrefundable deposit of 50% of the balance has been received by the museum within 10 business days of booking the event, with the remaining balance due at least 5 business days before the event.**
  - b. a sample invitation or announcement of the event has been approved by the museum prior to printing.
4. Overtime charges of \$100.00 per hour may be incurred if the event exceeds its scheduled booking time.
5. The special events coordinator or a designee must be on hand during the setup, event, and cleanup periods.
6. The museum will provide normal cleaning of the premises. The removal of leftover ice and foodstuffs is not considered normal cleaning and is the responsibility of the caterer and/or event sponsor. Cleaning in excess of normal wear and tear will be billed to the sponsoring organization.
7. Security personnel are provided for the safety of the guests as well as for the safety of the museum property. Security personnel are under direct supervision of the museum, and only museum personnel are to give instructions to security. Museum personnel must make all security arrangements.
8. A caterer will be selected from the museum's approved list. Donated food and beverages are not permitted. Any foodstuff not prepared by approved caterer is strictly prohibited. This does not include wedding cake.
9. The sponsoring organization shall provide the name of one designated contact person for event arrangements.
10. All rentals, floral arrangements, decorations, music, and contracted services must be approved two weeks prior to the event. All rentals, floral arrangements, and decorations must be removed at end of event. Any items left at end of event will be disposed of at the discretion of the special event coordinator. A schedule of all deliveries must be submitted one week prior to the event. Cut flowers provided by a florist may be used in the Lobby, Balcony, and Daniels Auditorium. Potted plants may also be used provided that the special events coordinator approves them.
11. Smoking is prohibited in the museum. Eating and drinking are restricted to the authorized areas of the museum. Food and beverages are not allowed in the exhibit galleries.
12. The museum will not be responsible for any items or property belonging to guests that is lost, stolen, damaged, or destroyed while on the museum's premises.
13. **No decorations or signs may be adhered to museum walls or windows.** Easels are available for signage. Confetti and open flames are also prohibited.
14. Museum installations will not be moved or broken for events. This includes any temporary exhibition that may occupy rental space.

15. The Museum may not be used for political campaigns, political fundraisers, commercial or religious events (including marriage ceremonies).
16. With the exception of nonprofit organizations, groups are not permitted to charge guests an admission or other fee.
17. Groups holding events at the Museum may promote the event within their membership but may not advertise in newspapers or on radio, television or other public media.

#### **For Events Involving Beer and Wine Only**

18. For any event involving beer and wine, general liability insurance shall also be provided by the sponsoring organization with coverage limits of no less than:
  - a. bodily injury (including death)- \$100,000 each person and \$500,000 per occurrence
  - b. property damage- \$100,000 per occurrence

A certificate of such insurance coverage with a carrier and in a form satisfactory to the museum shall be submitted to the director's office not less than two weeks prior to the date of the event. The policy shall name the North Carolina Department of Cultural Resources as insured and must preclude any right of subrogation against such agency and its officers, employees, representative, and agents. If not acceptable, the director may cancel the reservation or prohibit service of alcohol.

If the sponsoring organization is responsible for any part of the food service, then insurance is to include bodily injury and property damage on or away from the premises arising out of defective products that are manufactured, handled, sold, or distributed by the named insured. If the sponsoring organization is not handling any part of the food service, then the catering service is responsible for damages.

The sponsoring organization agrees to hold the North Carolina Department of Cultural Resources, its employees, the museum Director, members of the North Carolina Historical Commission, the state, and the North Carolina Museum of History Associates harmless of all claims that arise out of the applicant's use of the facilities. The caterers must have their own liability insurance against food spoilage and handling.

All beer and wine must be provided by the caterer.

#### **For Events Involving Liquor**

19. Possession and consumption of liquor at the North Carolina Museum of History facilities are permitted upon written permission from the museum special events coordinator. The sponsoring organization must obtain a permit from the Alcoholic Beverage Control Commission. The permit must be presented to the special events coordinator at least 48 hours prior to the scheduled event. The special events coordinator will obtain the museum director's signature for the sponsoring organization. Alcoholic liquors may be dispensed at facilities of the North Carolina Museum of History by a sponsoring organization, provided that such agency:
  - a. obtains a permit from the ABC Commission for any event at which liquor is served, or when invitees must pay to participate/pay for any alcoholic beverages
  - b. sells or dispenses the alcoholic liquors in a manner that does not impair normal operations of state offices located in the building
  - c. sells or dispenses alcoholic liquors only in connection with an official activity in the building
  - d. provides, or its catering service provides, dram shop liability insurance in maximum coverage limits and in which the carrier agrees to defend, save harmless, and indemnify the State of North Carolina from all financial loss, damage, or harm arising out of the selling or dispensing of alcoholic liquors
  - e. displays a copy of the ABC permit at the museum reception desk during the event
  - f. requires that liquor servers take proper precautions to ensure that guests are not served inappropriate amounts of alcohol and to ensure that no one under 21 years of age is served alcohol
  - g. Non-profit organizations are the only organizations permitted to sell beer, wine and liquor

Nothing shall prevent an organization or agency of the state from employing the services of a catering establishment for the selling or dispensing of alcoholic liquors at authorized functions.

The controlling government authority for North Carolina Museum of History facilities shall be the director of the Museum of History Division of the Department of Cultural Resources.

If alcoholic beverages are to be served, the user organization or the sponsoring organization's catering service shall provide a dram shop policy as specified in which the organization or its catering service provides liability insurance in maximum coverage limits and in which the carrier agrees to defend, save harmless, and indemnify the State of North Carolina and the North Carolina Museum of History Associates from all financial loss, damage, or harm arising out of the selling or dispensing of alcoholic liquors. The dram shop policy shall provide the following limit of liability:

- a. \$1,000,000 combined single limit for bodily injury and property damage to any and all persons caused by any intoxicated person and means of support to any and all persons caused by or in consequence of any intoxicated person

20. There will be no changes or exceptions to the preceding rules without written confirmation by the director of the museum or his/her designee. Copies of such correspondence shall be sent to the special events coordinator.

I have read the Rules for Use Agreement of the North Carolina Museum of History, understand my organization's responsibility, and agree to the conditions set forth.

**THIS AGREEMENT SERVES AS YOUR INVOICE. UNLESS OTHER CHARGES ARE INCURRED, NO FURTHER INVOICE WILL BE SENT.**

**TOTAL RENTAL RATE:**

Donation Amount (50%)	Deposit Amount (50%)
Space Reserved	Event Name
Sponsoring Organization	Date and Time of Event
Representative	Cheri Williams Museum Representative
Signature of Representative	Signature of Representative
Date	Date
Address	5 East Edenton Street Address
City/State/Zip	Raleigh, NC 27601 City/State/Zip
Telephone	919-807-7875 Telephone

- **Parking** - During evening hours and on weekends, the public may use state government parking lots adjacent to the museum at no charge. The lot located behind the museum between Jones and Edenton Streets is recommended.
- **Event Equipment** - A limited number of tables and rental chairs are available upon request.
- **Coat Check** - Coat-check personnel can be arranged through your caterer for a fee.
- **Guided Tours** - Docent-led tours of the museum and special exhibitions can be arranged for your guests. This complimentary service is subject to availability and requires at least three weeks' notice.
- **Gift Shop** - The Museum Shop can be opened during your event. This complimentary service is subject to availability and requires at least four weeks' notice.
- **Audiovisual Equipment** - A/V technician and equipment fee available upon request.

**Return a copy of this agreement and your check, payable to NCMHF  
5 East Edenton Street, Raleigh, NC 27601, Attn: Cheri Williams**